



MSF-FRANCE INTERNAL AND EXTERNAL RECRUITMENT

MSF is an international, independent medical humanitarian organization that provides medical assistance to people affected by conflict, epidemics, disasters, or exclusion from healthcare. MSF teams are made up of professionals working in health and medical care, logistics, administration, communications, skilled trades – all bound together by the MSF charter and serving people in need. MSF actions are guided by medical ethics and the principles of impartiality, independence, and neutrality. www.msf.org

To support its Coordination Finance department and medical operations in Syria, MSF France is seeking a:

CASHIER

Type of contract: **Service Agreement**
Duration: **3 months, renewable**
Place of Work: **Damascus**
Need: **Up to 45 hours / week**
Start Date: **ASAP**

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

MAIN PURPOSE

Performing cash transactions, verifying supporting documentation, and maintaining records according to MSF standards and local finance policies.

ACCOUNTABILITIES

- Controlling and monitoring cash payments from the cashbox and coding and recording cash transactions in the daily cashbook and accounting system.
- Performing daily cash counts and investigating any discrepancies
- Following-up on cash advances and ensuring they are duly settled
- Carrying out transfer requests between cash and safe box
- Checking the validity of invoices, approval signatories, and correctness of account codes
- Performing currency exchange operations when required.
- Assisting with the preparation of salary payments as required.
- Performing monthly reconciliations before closing the monthly accounts, managing bank reconciliations and monthly bank statements if applicable.

REQUIREMENTS

Education Qualifications or professional diploma in administration / accounting.
Experience Experience in accounting (minimum 1 year).
Languages Good command of English is mandatory



Knowledge Essential computer literacy (Word and Excel)

Competencies Results and quality orientation; teamwork and cooperation; behavioral flexibility; commitment to MSF principles; service orientation; attention to detail; cross-cultural awareness

HOW TO APPLY

Apply by filling in the required information and attaching an updated CV and cover letter (in English only), along with your most relevant diploma for the position at the link below:

<https://forms.gle/Ayd4o5NWm8zCkEzr7>

CLOSING DATE 26 FEBRUARY 2025 (END OF DAY)



**MSF IS AN EQUAL OPPORTUNITY EMPLOYER: WE DO NOT CHARGE A FEE FOR ANY APPLICATIONS RECEIVED.
ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.**